

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, April 20, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 20, 2015** at the time of 7:04 o'clock p.m.

Silent Roll Call: Councilors Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. Councilor Bernie Zemen was absent owing to a previously scheduled family trip. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, CFOD, Fire Chief; John M. Bach, Public Works Director; Steve Mileusnich of the Advisory Board of Zoning Appeals; and Ed Dabrowski, IT Consultant (Contractor) were also present.

General Substance of Matters Discussed

1. *Discussion regarding acquisition of Turnout gear for Fire Department not to exceed \$40,000. and the need for an Additional appropriation.* The Fire Chief reported that he employs a system for the replacement of existing turnout coats and pants, protecting firefighters during fire responses. He seeks to replace 16 sets of gear that have been in service for fifteen years. He reported that the gear will consist of a bunker coat, bunker pants, and firefighter boots for each firefighters. The Fire Chief sought the unassigned fund balance that is on deposit to the credit of the Public Safety LOIT Fund.

The Clerk-Treasurer presented a written report to the Town Council showing that the Public Safety LOIT Fund as currently budgeted, has unassigned fund balance in the amount of \$227,909. He further reported that if there was no change to the current spending plan, there would be \$689,002.28 of unassigned fund balance at year-end.

The Town Council informally deliberated and indicated that the Agenda should include an item authorizing publication for a hearing for proposed additional appropriation in the Public Safety LOIT Fund in the requested amount of \$40,000.

2. *Discussion with Fire Chief request to increase current authorization for Fire Lieutenants from 4 to 7.* The Fire Chief indicated that he no longer required a position of Assistant Chief for Safety, as currently carried in the Wage and Salary Ordinance. He indicated that he instead seeks an increase in the authorized Lieutenants positions, from its current level of four to a revised level of seven, an increase of three. He further indicated that the salaries of the new positions would be funded from the defeased Assistant Fire Chief for Safety position.
3. *Added Discussion with Police Chief of the IT Position Job Description.* The Police Chief provided the most recent iteration of the proposed job description of the police department's revised information technology position, entitled Systems Administrator/Training Officer. It was noted that the current iteration was approved by the Town Board of Metropolitan Police Commissioners.

The discussion included an exploration of the Police Chief's request to provide salary range for the position of \$42,000 to \$58,000 annually, with no group health care benefits, allowing three weeks vacation, 11 holidays, no overtime only compensatory time, no

pension coverage, and \$600 per year uniform allowance. The Police Chief believed he would fund this from moving money from an other existing funded personnel services account.

The Police Chief further discussed the his desire for an interim rate of \$28 per hour to support an interim in the event of a protracted search and to support payment to a the current retired officer who may come back to train a successor.

The Town Council, the Clerk-Treasurer and the Police Chief discussed the position authorized and approved previously by the Town of Council of the styled as the "Lead Support Services Training Coordinator" and whether it was different from the proposed position in regards to training. The Chief revealed that the position of "Lead Support Services Training Coordinator" was dedicated to training the civilian component of his workforce. The proposed "Systems Administrator/Training Officer", would deal with training of the sworn personnel.

The Police Chief represented that there would be no need for a budget change apart from a new 100 series line being created by book transfer.

The need for a uniform allowance for the new position was discussed. The Police Chief indicated that he wanted the apparel to be not unlike what he provides for the clerical staff.

The discussion included whether or not the position would be a INPRS (Indiana Public Retirement System) covered position. It was noted that even with an amendment to the wage and salary ordinance, if a contract would be needed by the worker, those details could be set forth there as they have been previously. The precedent for this is the agreement with the person occupying the position of Support Systems Administrator, which abjures a civilian pension benefit as well as health insurance.

There was no objection raised by any councilor for this matter to be taken up at the forthcoming Town Council meeting agenda.

4. *Discussion of Ordinance adding Indianapolis Boulevard, Cline Avenue to the proper Speed Schedule in the Highland Municipal Code.* The Town Council and the Police Chief discussed the draft ordinance that would restore Indianapolis Boulevard and Cline Avenue to the proper speed zone schedule in the Highland Municipal Code. It was noted that the current posted speed limit on these highways is 35 mph, done many years ago, going back to the early or mid eighties. It was discussed over time and attorney Jared Tauber suggested the restoration of these roads to the local ordinance schedule. The ordinance would be scheduled for consideration at the plenary business meeting of April 27.
5. *General Improvement Fund Additional Appropriation for Recording and Releasing Liens.* The Clerk-Treasurer reported the need to obtain authority for an amendment to the budget of this fund to support the costs associated with the recording of liens and the releases for these liens used in the course of establishing and maintaining general improvement district financing. The Public Works Director suggested that if the Town Council was inclined to permit this notice, that one for the Municipal Cumulative Street Fund be added. There was no objection. The Town Council President instructed that these be placed on the agenda for the April 27 plenary business meeting.

6. *Shared Ethics Train the Trainer Sessions; Jamie Ward to offer training to workforce under Shared Ethics.* The Town Clerk-Treasurer reported that the President of the Shared Ethics Advisory Commission, Cal Bellamy had contracted Jamie Ward, as a willing trainer to conduct ethics training for the Highland workforce. It was noted that the Town had not conducted a workforce training in many years. It was further noted that there was an assessment scheduled to be conducted in September by the Shared Ethics Advisory Commission, making it important to try to schedule a training before that date.

The Town Council President noted that he would serve a point person to get the matter addressed and a session scheduled.

7. *Bid award for sidewalk replacement program.* The Public Works Director reviewed with the Town Council and the Clerk-Treasurer the results of a bid solicitation for sidewalk materials and work. He further noted that the current vendor, COEX, had declined to extend its bid price for another year. So, bidding became necessary.

The Public Works Director further reported that there were six respondents to the invitation for bidding. The following matrix was made available reporting the responses:

Bids received on March 31, 2015 for Material and Supplies	Unit	Hooks Concrete & Construction Co.	Rieth-Riley Construction Co., Inc.	COEX, Inc.	Gariup Construction	Rex Construction	Big Concrete and Excavation
Bid Surety		x	x	x	x	x	x
Form 96		x	x	x	x	x	x
Highback Curb (<100LF)	LF	\$ 28.50	\$ 81.00	\$ 27.00	\$ 38.00	\$ 25.00	\$ 16.00
Highback Curb (>100LF)	LF	\$ 25.75	\$ 50.00	\$ 28.50	\$ 31.00	\$ 25.00	\$ 16.00
Rollback Curb (<100LF)	LF	\$ 26.65	\$ 62.50	\$ 25.00	\$ 39.00	\$ 25.00	\$ 16.00
Rollback Curb (>100LF)	LF	\$ 23.95	\$ 45.00	\$ 26.00	\$ 33.00	\$ 20.00	\$ 16.00
4" Sidewalk (<500SF)	SF	\$ 6.00	\$ 30.50	\$ 6.00	\$ 12.00	\$ 6.50	\$ 4.00
4" Sidewalk (>500SF)	SF	\$ 4.85	\$ 19.15	\$ 6.50	\$ 9.00	\$ 4.50	\$ 4.00
6" Driveway	SF	\$ 6.30	\$ 15.50	\$ 7.00	\$ 12.00	\$ 5.50	\$ 4.50

The Public Works Director explained that the apparent low bidder, Big Concrete and Excavating, Inc., is recommended for rejection based upon not complying with the Highland Municipal Code's provisions regarding what constitutes a responsive and responsible bidder as prescribed in Section 3.15.100 of the Municipal Code, including:

- It does not participate in an applicable apprenticeship program.
- It does not provide fringe benefits offering health and welfare or retirement plan for its workers.

The Public Works Director requested that the matter be taken up at the Town Council Plenary business meeting of Monday, April 27, 2015.

8. *Discussion of Highland Maintenance Solicitation of Highland Downtown Landscaping and related Services.* The Public Works Director presented a memorandum and report regarding the solicitation of downtown landscaping services. He noted with one of the recent enforced worker separations, one of whom was tasked with some of this work, there was a need to address the continuation of that service.

The Public Works Director noted that not including benefits or FICA, the Town had spent in 2015 approximately \$35,000 on labor expenses alone committed to the tasks of maintaining and servicing the downtown roadway landscaping.

The Public Works Director further reported that he sent solicitations for services to *Allen Landscaping, Angotti Landscaping, Dean's Landscaping, R.A.L. Landscaping, and Tim's Landscaping*. He further noted that only Tim's Landscaping and Dean's Landscaping responded, with Tim's offering the lower price of **\$32,705**. Noting that this was well below the 2014 approximate level of labor alone, the Public Works Director recommended and requested that the Town Council allow this matter to be considered at the Town Council plenary meeting of Monday April 27. The Town Council President instructed that this matter be placed on that agenda.

9. *Discussion of financial resources to support the paving plan and Review of the Proposed 2015 Street Resurfacing Plan.* The Public Works Director reports that Local Roads and Streets Fund as well as the Gaming Revenue Sharing Fund are not sufficient to finance the proposed plan. The Public Works Director distributed a proposed report listing 38 Street sections recommended for the 2015 Street Resurfacing program, estimated at a total resurfacing cost of \$1,663,580.

The discussion with the Town Council and the Clerk-Treasurer included that if the Town Council sought to employ debt financing, that consideration be made for not structuring the maturity to exceed the useful life of the refurbished road surfaces, which could run up to 10 years, according to the Public Works Director. The Clerk-Treasurer indicated that he would like to access some of the funding from the Local Road and Streets Fund to use as a partial source of repayment to lower the fiscal impact of property taxes on taxpayers. It was further noted that the depending on the amount used, such a step might leave the Town Council without any non-debt funded resources for roads and streets.

The Town Council and the Public Works Director noted that the cost of paving a mile a road presently is approximately up to \$160,000 per mile. It was further noted that the Town of Highland has certified up to approximately 83 miles of roads under its jurisdiction. Based upon this estimate, the \$1.66 million estimate would cover approximately 10.4 miles of roadway resurfacing alone.

The Public Works Director noted that he had some unspent proceeds from an earlier bond issue dedicated to roads and approximately sufficient appropriations in the Local Road and Street Fund to begin the resurfacing of the streets proposed, but would need to identify a final sufficient financing. The Public Works Director would meet with the Clerk-Treasurer and report later on a recommended financing method. It was suggested without dissent that the actual list be placed before the Town Council for action at its meeting of April 27.

10. *Discussion of Projects and Uses of the FY 2015 CDBG Funds from the Urban County Program of the Lake County Community Development Department, for which the Town Council conducted its Required Public Hearing on April 13, 2015.* The Public Works Director and the Town Council discussed proposed uses for the FY 2015 allocation for Highland in the amount of \$102,130.

The discussion included the prospect of dedicating a portion of the allocation to support low to moderate residents sidewalk costs or assessed project costs.

The Public Works Director discussed the historic uses of these funds, including the Sycamore Street Reconstruction, and for continuing Americans with Disabilities Act (ADA) compliance projects.

The Public Works Director would review the points shared in the discussion and meet with the Town Council President to have ready a projects plan in time for the filing deadline in May.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 20, 2015**, was adjourned at 8:30 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer